

FY 1984 DIRECTORATE-LEVEL OBJECTIVES

Reportable to the DDA at Quarterly Planning Conference

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

Home Operation, Maintenance and Engineering Division (HOME)

- ✓ - Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- ✓ - Complete implementation of a more effective Vehicle Dispatch Plan.
- ✓ - Implement the DDA's "Quality of Life" program.
- ✓ - Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.

FY 1984 OFFICE-LEVEL OBJECTIVES

Reportable to the Director of Logistics
at Biweekly Sessions

Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.

STAT

Procurement Management Staff (PMS)

- Reorganize Procurement Management structure.
- Integrate CONIF with LIMS.

Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

Home Operation, Maintenance and Engineering Division (HOME)

- ✓ - Improve the response time of the Architectural Design Staff.
- ✓ - Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
- ✓ - Publicize LSD's Interior Design Consultant. C
- ✓ - Resolve problems associated with DCI portraits.
- ✓ - Continue to improve the physical environment and quality of food in the EDR.

Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Evaluate the feasibility of making Foreign Standards Video-Tape Conversion available to the Agency.
- Conduct a P&PD Bindery Automation Study.
- Develop an automated Maintenance Program System for Division application.

My Run 8 No.

HOME
MBO BI-WEEKLY

10-30-84

Agency Takeover

- Develop kr procedures - Jan ^{1st} of Wang
- Mention PM at DDA 2ndly
- Allied full takeover by mid Nov, GSA (McCoy) maintaining some areas until 31 Dec. Neil working out. Don't plan to allow GSA to take electrical & other.
- No 25 rules

Automatic Courier Receipt

Installation projected Nov. Use Jan when receive forms.

Vehicle Dispatch Plan

- complete but problems
- Terminal Update: not up most of time; must be up & down daily (not vaulted)
- Call chs being written out
- Look at Cost to Vault

Quality of Life

- Readjusted paint color on lounge areas
- Tunnel repair experiencing some leaks
- What Doing f/outside Bldg?

Customer Survey - C

ADS - C

DD/L to call for PD on Porter

Prison Working Area C

Portraits - Juner & then complete

EDR - Get RIT co-op person

CONFIDENTIAL

Office: OL/HOME/SSB/M&CS
 Objective Statement: Install an automatic courier receipt filing, tracing, and retrieval
 Responsible Officer: system as well as the codeword accountability
 Significant Funding Amount: \$ 54,025.25 FY 1985 system for M&CS.
 Quarter Ending: First Quarter Ending 31 December 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Installation			0									
NOTE: Wallace Computer Services demonstrated a complete system to personnel of the Mail & Courier Section on 26 June 1984. A cost proposal from the company was received 13 July 1984 as expected. A requisition for the amount of funding cited above was forwarded to OL/B&F via OL/Executive Officer and the OL/RMO 31 July 1984. Installation is still not anticipated until late December 1984 (FY085).												
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>											

25X1

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Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

Office: OL/HOME/SSB/M&CS
 Objective Statement: Install an automatic courier receipt filing, tracing, and retrieval
 Responsible Officer: system as well as the codeword accountability
 Significant Funding Amount: \$ 34,025.25 FY 1985 system for M&CS.
 Quarter Ending: First Quarter Ending 31 December 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Installation			0									
NOTE: Wallace Computer Services demonstrated a complete system to personnel of the Mail & Courier Section on 26 June 1984. A cost proposal from the company was received 13 July 1984 as expected. A requisition for the amount of funding cited above was forwarded to OL/B&F via OL/Executive Officer and the OL/RMO 31 July 1984. Installation is still not anticipated until late December 1984 (FY085).												
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Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

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Office: OL/HOME/SSB/MPS
 Objective Statement: Complete implementation of a more effective vehicle dispatch plan
 Responsible Officer:
 Significant Funding Amount: \$_____ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system (done).												
Prepare Motor Pool area for installation of computer equipment (done).												
Train Dispatchers in the use of system (done)	OX											
Place system on line (done).		OX							(Cards)	OX		
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CONFIDENTIAL

CONFIDENTIAL

Office: OL/HOME
 Objective Statement: Implement corrective action to customer surveys in HOME
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Improve the response time in the Architectural Design Staff*												
Publicize the Division's Interior Design Consultant	OX					OX			OX			
Continue to work closely with GSA and to improve service to the Agency	0											X
Continue to improve the physical environment and quality of food and service in the EDR				0								
NOTE: The ADS will no longer exist after 1 October 1984, and the work of this staff will be taken over by an A-E contractor.												
Unclassified when separated from attachments												

CONFIDENTIAL

CONFIDENTIAL

Office: OL/HOME
 Objective Statement: Implement corrective action to customer surveys in HOME
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending: First Quarter Ending 31 December 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Work closely with the M&O contractor to improve service to the Agency	0											0
Continue to improve the physical environment and quality of food and service in the EDR												0
Unclassified when separated from attachments												

CONFIDENTIAL

CONFIDENTIAL

Office: OL/HOME/ADS
 Objective Statement: Improve the Response Time in the Architectural Design Staff
 Responsible Officer:
 Significant Funding Amount: \$ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Study the existing system for scheduling jobs, including: Work assignments Existing response time Response time versus manpower				0	0				0			0
Use the PAC II for project scheduling and workload studies					0X							
Investigate using the GIMS system to track existing work orders within ADS						0			X			
Contract selected projects with private architectural firms to reduce the backlog of work orders							0X					
Study the feasibility of creating an expediting position to: Site survey all project requests to clarify requirements Verify funds Verify client priority versus other requests from same component Identify and complete small projects											0	0
NOTE: After 1 October 1984, the ADS will no longer exist, and the work of this unit will be taken over by an A-E contractor.												
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED												

25X1

CONFIDENTIAL

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Office: OL/HOME/IDC-FAC
 Objective Statement: Institute a program to have personnel in Agency buildings take more pride in their working areas and buildings
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Issuance of Headquarters Notice	OX											
FAC designation of points to be addressed in poster program			OX									
Theme posters displayed in buildings					O		O					
Revision of Design for Living in CIA								O				
										#1		
										X Text Completed		
										X Graphic work initiated		
										X DDCI to decide if project to be continued		

NOV #2
 JAN #

Unclassified when separated from attachments

CONFIDENTIAL

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Office: OL/HOME/IDC-FAC
 Objective Statement: Institute a program to have personnel in Agency buildings take more pride in their working areas and buildings
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending: First Quarter Ending 31 December 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Theme posters displayed in buildings		0		0								
Unclassified when separated from attachments												

CONFIDENTIAL

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Office: OL/HOME/IDC
 Objective Statement: Publicize the Division's Interior Design Consultant
 Responsible Officer:
 Significant Funding Amount: \$ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Distribute new mentioning Interior Design Consultant (IDC)						OX						
Publish Executive Furniture Catalog offering services of IDC									OX			
Include slides of IDC at work in D/L slide file	OX											
Unclassified when separated from attachment*												

25X1

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CONFIDENTIAL

Office: OL/HOME/IDC-FAC
 Objective Statement: Resolve the Problem of the DCI Portraits
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Place order for copying in oil of the McCone and Turner portraits		OX										
Complete copying McCone portrait in oil				OX								
Repaint Turner portrait												
Reach decision regarding portraits of Helms and Smith					OX							
Place order for Helms and Smith portraits if decision is affirmative						OX						
Restore Helms portrait												
Restore Smith portrait												
Restore Vandenberg portrait												
Restore Raborn portrait												
Restore Hillenkoetter portrait												

Unclassified when separated from attachments

CONFIDENTIAL

CONFIDENTIAL

Office: OL/HOME/IDC-FAC
 Objective Statement: Resolve the Problem of the DCI Portraits
 Responsible Officer:
 Significant Funding Amount: \$_____ FY 85
 Quarter Ending: First Quarter Ending 31 December 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Repaint Turner portrait		0										
Unclassified when separated from attachments												

CONFIDENTIAL

Office: OL/HOME
 Objective Statement: Continue to Improve the Physical Environment and Quality of Food in the EDR
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Physical Environment:												
- Repaper DCI Dining Room											OX	
- Order new furniture for DCI Dining Room											OX	
2. Quality of Food:												
- Introduce new types of foods and food preparation											X-----	
Unclassified when separated from attachments												

Office: OL/HOME
Objective Statement: Continue to Improve the Physical Environment and Quality of Food in the EDR
Responsible Officer:
Significant Funding Amount: \$ _____ FY 85
Quarter Ending: First Quarter Ending 31 December 1984

O — Scheduled
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Physical Environment:												
- Clean overhead lights				Q								
- Re-cover EDR chairs				Q								
- Order new table and chairs for DCI Dining Room					Q							
- Clean carpets			Q									
- Thoroughly clean parquet floor in DCI Dining Room			Q									
- Order new linens ^{tablecloths} for DCI Dining Room					Q							
2. Quality of Food:												
- Monitor salt and Sherry for OMS	0											0
- Introduce new types of foods and food preparation												0
3. Quality of Service:												
- Hire more waiters/waitresses for better service	0											0
Unclassified when separated from attachments												